

MINUTES OF
JOINT TRAINING COMMITTEE

8 June 1950

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Present: Messrs. 25X1A9A
25X1A9A TRD. ☐ Assessment Staff, TRD, was present for discussion of the first item.

25X1A9A 1. 25X1A9A submitted a memorandum for the handling of Assessment reports. ☐ suggested that a special routing sheet be devised for the transmittal of such reports, listing the names of persons authorized to see them. He stated that a form similar to the one used for EYES ONLY cables might be applicable. ☐ will investigate such a routing sheet and will work out a mechanism for the handling of Assessment reports; he will submit a method for procedures to be followed to the next Joint Training Committee meeting.

25X1A9A Mr. 25X1A9A stated that he and 25X1A9A had had a meeting with Mr. ☐ on the Assessment Staff T/O. No decision has been reached but consideration is being given to the augmentation of this T/O.

25X1A8A 2. 25X1A9A pointed out the need for the Training Division to retain all the space presently assigned to it. He stated that it is planned to move the SOC and BISC into ☐ as soon as alterations are completed. Since both these courses are not highly classified it is more desirable to combine them in one building and to move the ☐ into Building 13 in the 1000 feet presently assigned to TRD. In addition, it will mean that all sections of the Staff Training Branch will be in the immediate vicinity of ☐ which will make for easier coordination. For long range planning it would seem desirable to have the Training Division at a separate installation outside the general area of CIA buildings.

3. An outline for a proposed Administrative Orientation Course for OPC staff personnel was submitted. Mr. ☐ stated that he did not feel such a course was necessary for the staff personnel who had been on board for a period of six months or so and that new personnel should be put into the full training program. For these reasons this item was tabled.

25X1A9A 4. The TRD Training Review Committee will convene 15 June.
25X1A9A Mr. ☐ will be the representative from OSO; it is planned that Mr. ☐ will represent OPC, although Mr. ☐ will notify TRD definitely within a few days.

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5. [] stated that it is planned to develop a Special Projects Section in the Staff Training Branch to handle requirements for specialized training projects. Presently Mr. [] is working on the development of a course in rapid reading, for example. Mr. [] agreed that this was a good idea. Further, TRD will shortly begin to review its T/O with a view toward reducing the number of slots in certain sections and perhaps adding more to others.

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6. Mr. [] stated that OPC had approved the initiation by TRD of a Training Record Card. Mr. [] stated that OSO did not approve the initiation of such record feeling that it was a duplication of effort and that such records might be incorporated in a machine card system by SED. [] agreed that they did not want to pursue the matter further, although [] stated that Mr. [] felt it would be two years before personnel information would be reflected in the machine records.

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7. One [] will be entered in the OC beginning 26 June. ADSO and ADPC have been so notified and OSO has issued a memorandum to this effect; OPC is presently doing so. I&S has been notified of the security steps taken in this connection. It was suggested by Colonel Edwards that a representative from I&S audit this class; a formal request will go forward to ADSO and ADPC within a few days.

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FOR

JOINT TRAINING COMMITTEE

Time: 2:00 p.m., 8 June 1950

Place: Conference Room, ☐

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- I. Report of Assessment Staff - ☐ 25X1A9A
- II. Discussion of space requirements necessary to fulfill training responsibilities.
- III. Administrative orientation course for headquarters staff personnel.
- IV. Final consideration of Training Review Committee scheduled to be activated 15 June.
- V. Development of a special projects section in the Staff Training Branch.
(At the present time the Training Division is running a course on area studies under a branch known as the Basic and Interim Study Courses. In addition from time to time the Training Division receives requests for specialized training projects, ie, development of a course in rapid reading and a pool of potential overseas instructors. From this experience it may be anticipated that in the future there will be additional requirements of this general nature and it is felt that rather than disrupt the smooth functioning of TRD, it would be better to place such projects in a special section until it was running smoothly and until its placement could be finally determined.)
- VI. Miscellaneous

TRD has record

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